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Budget Officer

28 December 1949

Chief, Services Division

Establishment of Additional Allotment Account

1. It would be appreciated if the Budget Staff would establish a new allotment account under the Services Division for repairs to standard office equipment and furniture in use and in stock in the agency.

2. To date, such repairs have been charged to the [redacted] [redacted] the [redacted] [redacted], or to the using activities. However, it appears that no using activity budgeted for repairs of standard office equipment and furniture in use, and the Services Division provided for repair of stock items only.

3. To charge repairs of standard office equipment and furniture not used by the Supply Branch to the Supply Branch Allotment Account does not present a true picture of the costs of operation of that Branch. Likewise, the Stock Allotment Account should only be used for standard furniture, equipment and supplies procured for use by the agency.

4. Therefore, to be consistent, and from a budgetary point of view, it is desired that a separate repair account be established separate from the Stock and Supply Branch Accounts. Then, when preparing budget estimates, a more accurate figure can be arrived at as to the cost of the actual operation of the [redacted] as such, and as to the amount of standard property, and supplies purchased during the previous year. Cost of special or non-standard items of equipment and supplies, and repair of same will continue to be charged to the activity requiring them.

5. Your cooperation on the above will be appreciated.

MEM:rs

cc: MIM Chrono  
MIM Budget File  
MIM Allot. Acct. File (2)

*Procedure file* ✓

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